



বাংলাদেশ পানি উন্নয়ন বোর্ড
প্রশিক্ষণ পরিদপ্তর
পানি ভবন, ৭২, গ্রীন রোড, ঢাকা-১২০৫।
www.bwdb.gov.bd

নম্বর: ৪২.০১.০০০০.০২৯.২৫.০০২.২১.২৯

তারিখ: ২৯ মাঘ ১৪৩১ বঙ্গাব্দ
১২ ফেব্রুয়ারি ২০২৫ খ্রিস্টাব্দ

সার্কুলার

সংশ্লিষ্ট সকলের অবগতির জন্য জানানো যাচ্ছে যে, Japan International Cooperation Agency (JICA) এর তত্ত্বাবধানে আগামী ১৪/০৫/২০২৫খ্রি. তারিখ হতে ১৮/০৬/২০২৫খ্রি. তারিখ পর্যন্ত “Group & Region-Focused Training Course and its Additional Allocation on Water Related Disaster Risk Reduction (202411754-J001 & 202003682-J067)” শীর্ষক প্রশিক্ষণ কোর্সে বাংলাদেশ পানি উন্নয়ন বোর্ড হতে ৪(চার) জন (০২ জন মুখ্য ও ০২ জন বিকল্প) উপ-বিভাগীয় প্রকৌশলী/ নির্বাহী প্রকৌশলী মনোনয়ন প্রদানের জন্য জাইকা হতে পত্র প্রেরণ করা হয়েছে। সে প্রেক্ষিতে আগ্রহী কর্মকর্তাদের জাইকা’র পত্রের নির্দেশনা মোতাবেক অনলাইনে যথাযথভাবে আবেদন করত আবেদনের প্রিন্ট কপি অন্যান্য আনুষঙ্গিক কাগজপত্রাদিসহ ০৪ (চার) সেট আগামী ১৭/০২/২০২৫খ্রি. তারিখের মধ্যে যথাযথ কর্তৃপক্ষের মাধ্যমে প্রশিক্ষণ পরিদপ্তরে প্রেরণের জন্য অনুরোধ করা হলো। উল্লেখ্য, উক্ত প্রশিক্ষণ কোর্সের ব্যয়ভার Japan International Cooperation Agency (JICA) বহন করবে বিষয় এতে বাপাউবো তথা বাংলাদেশ সরকারের কোন আর্থিক বিজড়ন থাকবে না।

সংযুক্তি-বর্ণনামতে।

সকল সংযুক্তিসমূহ:

(১) জাইকার পত্র

১২-০২-২০২৫
মোঃ মাহাবুব হোসেন
উপ-পরিচালক

নম্বর: ৪২.০১.০০০০.০২৯.২৫.০০২.২১.২৯/১ (৯)

তারিখ: ২৯ মাঘ ১৪৩১ বঙ্গাব্দ
১২ ফেব্রুয়ারি ২০২৫ খ্রিস্টাব্দ

অবগতি/অবগতি ও প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুলিপি প্রেরণ করা হলো (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। প্রধান প্রকৌশলী/অতিরিক্ত প্রধান প্রকৌশলী (সকল)....., ।
- ২। অতিরিক্ত প্রধান প্রকৌশল (পুর), প্রশিক্ষণ ও মানব সম্পদ উন্নয়ন এর দপ্তর, বাপাউবো, ঢাকা।।
- ৩। সিএসও টু মহাপরিচালক, মহাপরিচালক-এর দপ্তর, বাংলাদেশ পানি উন্নয়ন বোর্ড।
- ৪। তত্ত্বাবধায়ক প্রকৌশলী (সকল)....., ।
- ৫। পরিচালক (সকল)....., ।
- ৬। সিনিয়র সিস্টেম এনালিস্ট, কেন্দ্রীয় আইসিটি পরিদপ্তর, বাপাউবো, ঢাকা। (বোর্ডের ওয়েব সাইটে প্রকাশের জন্য আদিষ্টমতে অনুরোধ করা হলো।)।
- ৭। নির্বাহী প্রকৌশলী (সকল)....., ।
- ৮। ব্যক্তিগত সহকারী, অতিরিক্ত মহাপরিচালক (প্রশাসন), বাংলাদেশ পানি উন্নয়ন বোর্ড।

৯। অফিস কপি, ।



Pratik

১২-০২-২০২৫

প্রতীক রায়

সহকারী পরিচালক



১। অমপ (পূর্ব/পশ্চিম/পরি/প্রশাসন/অর্থ)/ মপ তারিখঃ ১০/০২/২৫

২।.....

★ অনুমতিপত্র অবগতির জন্য প্রেরণ করা হলো।

★ বিধি মোতাবেক ব্যবস্থা নিন।

★ পত্রের মর্মমুতাবে প্রতিবেদন পেশ করুন।

★ পরীক্ষা করে পেশ করুন।

★ তদন্ত করে মতামত সহ প্রতিবেদন দিন।

★ সভায় যোগদান করুন এবং কার্যবিবরণী অবগিত করুন।

★ আলাপ করুন।

JICA (TR) – 007/25

Deputy Secretary

Japan Branch-3

Economic Relations Division (ERD)

Ministry of Finance

Sher-e-Bangla Nagar, Dhaka-1207

February 6, 2025

১০/০২/২৫
মহাপরিচালক

Subject: Requesting Nomination for the Group & Region-Focused Training Course and its Additional Allocation on "Water Related Disaster Risk Reduction" (202411754-J001 & 202003682-J067) for the Project on Capacity Development for the Implementation of Bangladesh Delta Plan 2100

ডায়েরি নং	তারিখ
৬৬০	১০/০২/২৫
অতিঃ প্রঃ প্রকৌঃ/প্রশাসন/অর্থ/প্রকৌঃ মানস/পরিচালক, বোর্ড/কপ/সংগো/শৃংখলা/প্রশিক্ষণ/কল্যাণ/ভূমি ও রাজস্ব/নিরাপত্তা/জনসংযোগ/উপ-পরিঃ (প্রশাসন)/উপ-পরিঃ (আইন)	
জরুরী/অতি জরুরী/আলাপ করুন/প্রয়োজনীয় ব্যবস্থা নিম্নলিখিত পেশ করুন। নথিতে রাখুন।	
পিএ	অতিরিক্ত মহাপরিচালক (প্রশাসন)

Dear Sir/Madam,

1. Announcement of the Training Course

We are pleased to inform you about the above-mentioned course scheduled to be held in Japan from May 14 - June 18, 2025. We are enclosing the General Information (GI) booklet on this course for your information and further necessary actions.

2. Recommendation of JICA Bangladesh Office

This training course is designed for the government officials who are:

Issue Focused Ordinary (1 seat): Sub Divisional Engineer / Executive Engineer working under Bangladesh Water Development Board, Ministry of Water Resources

Additional Allocation (1 seat): (JICA's recommendation) Sub Divisional Engineer / Executive Engineer working under Bangladesh Water Development Board, Ministry of Water Resources.

The selection of the agency will be confirmed by Delta Wing, General Economics Division in consultation with the Project Manager, Project on Capacity Development for the Implementation of Bangladesh Delta Plan 2100.

The participants are expected to serve in the same/similar position for a significant period after completion of training.

3. Application

2 (two) seats may be allocated for Bangladesh for this training. We request you to send 4 (four) applications (two principals and two alternatives) by March 3, 2025, in accordance with the selection criteria/qualification described in *Eligibility and Procedure* section of the GI. JICA is promoting gender equality. In light of this, we kindly request for your consideration to ensure at least 50% of the nominations to be female. If it is indeed not possible, kindly provide us with the reason in writing.

Attn: Economic Relations Division (ERD)

Kindly attach this letter while forwarding the GI and necessary documents to relevant ministries.

প্রশিক্ষণ পরিচালক, বাংলাদেশ জICA	তারিখঃ ১০/০২/২৫
ডায়েরি নং: ১১৫	তারিখঃ ১০/০২/২৫
☐ উপ-পরিঃ (প্রশাসন)	☐ প্রয়োজনীয় ব্যবস্থা নিন।
☐ উপ-পরিঃ (বৈঃ প্রঃ)	☐ নথিতে/ই-নথিতে পেশ করুন।
☐ উপ-পরিঃ (অর্থ)	

অতিঃ প্রধান প্রকৌঃ/প্রশিক্ষণ ও মানব সম্পদ উন্নয়ন দপ্তর	তারিখঃ ১০/০২/২৫
নং: ১১৫	
☐ তত্ত্বাবধায়ক (পূর্ব), মানব সম্পদ উন্নয়ন	☐ প্রয়োজনীয় ব্যবস্থা নিন।
☐ তত্ত্বাবধায়ক (পূর্ব), মানব সম্পদ উন্নয়ন	☐ অবগতির জন্য
☐ পরিচালক, প্রকৌঃ/প্রশাসন/অর্থ/প্রকৌঃ মানস/পরিচালক, বোর্ড/কপ/সংগো/শৃংখলা/প্রশিক্ষণ/কল্যাণ/ভূমি ও রাজস্ব/নিরাপত্তা/জনসংযোগ/উপ-পরিঃ (প্রশাসন)/উপ-পরিঃ (আইন)	☐ প্রতিবেদন দিন
☐ অধ্যক্ষ করুন	☐ উপস্থাপন করুন
☐ অধ্যক্ষ করুন	☐ নথিভুক্ত করুন
☐ অধ্যক্ষ করুন	

Please pass this information to concerned departments of your government and request them to send the application form for each applicant (through ERD) to JICA Bangladesh Office. *We hereby request ERD to send a notification to Ministry of Water Resources for Ordinary allocation and another notification to Delta Wing, GED for Additional Allocation.*

We also request BWDB to kindly consult with the JICA Advisor, Mr. Kazumitsu Muraoka while nominating the participants for the training course. This consultation is imperative for applications to be accepted. Taking the opportunity, we would request GED to kindly consult with the JICA Advisor, Ms. Minako Matsukawa while nominating the participants for the training course.

After receiving your applications, JICA will accept candidates to attend the training course (please see "4. Selection Procedure" for detailed information). The priority may differ from the GoB's nomination. Therefore, please issue G.O. only after JICA accepts candidates.

Documents to be submitted.

a. Application Form:

Application Form is attached for your reference. Please download it from the following link and type in as handwriting is not permitted:

https://www.jica.go.jp/bangladesh/english/activities/c8h0vm0000bfqifb-att/appform_kccp.docx

Please note that the name of the applicant on the application form must be the same as the one that appears in his/her passport. JICA will issue air tickets based on the writings of the application form. If there are discrepancies between the air tickets and the passport, airlines may not allow the candidate to embark.

b. Photocopy of the Passport:

If the applicant already has a passport, please submit a copy of the identification page to us. If not, kindly prepare one by the time of application.

c. Nominee's English Score Sheet:

The applicant may attach any official documents of his/her English language ability (e.g., TOEFL, TOEIC, IELTS) to the Application Form.

d. Medical History and Examination Questionnaire

e. Questionnaire on Previous Japanese Visa Application and Travel History

4. Selection Procedures

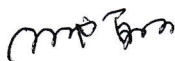
JICA Bangladesh Office will conduct a basic screening of applications to confirm whether the applicant fulfills all the application requirements mentioned in the section 3 above. The screening would include a short interview with the applicant in English. If the applicant satisfies the requirements, JICA Bangladesh Office will forward the application to JICA Tsukuba for final selection. Therefore, nomination by the respective Department/ Ministry does not automatically guarantee the acceptance of the training course from your country.

Attn: Economic Relations Division (ERD)

Kindly attach this letter while forwarding the GI and necessary documents to relevant ministries.

May we also inform you that you may contact Ms. Nurun Nahar Momo, Assistant Program Officer of JICA Bangladesh (MomoNurunnahar.BD@jica.go.jp) if you have any query.

Sincerely yours,



MIURA Mari
Senior Representative
JICA Bangladesh Office

Attachment:

☐ 2 copies of GI

Copy for information & necessary action:

1. Secretary, Ministry of Water Resources
- ✓ 2. Director General, Bangladesh Water Development Board
3. Additional Secretary (CPT Wing), Ministry of Public Administration, Government of Bangladesh, Bangladesh Secretariat, Dhaka-1000
4. Joint Secretary, Delta Wing, General Economics Division, Planning Commission
5. Mr. Kazumitsu Muraoka, JICA Advisor to BWDB Joint Secretary, Delta Wing, General Economics Division, Planning Commission
6. Ms. Minako Matsukawa, JICA Advisor to Delta Wing, GED, Building, 18., Room – 30, Planning Commission

Attn: Economic Relations Division (ERD)

Kindly attach this letter while forwarding the GI and necessary documents to relevant ministries.



Knowledge Co-Creation Program (Group and Region Focus)

Water Related Disaster Risk Reduction



Course Number: 202411754-J001

Course Period: May 14 - June 18, 2025



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen readers.
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



How do we reduce water related disaster risk?

Gain insight to an essence of making policies
and implementing measures on flood control
and flood risk reduction
from the experiences in Japan.

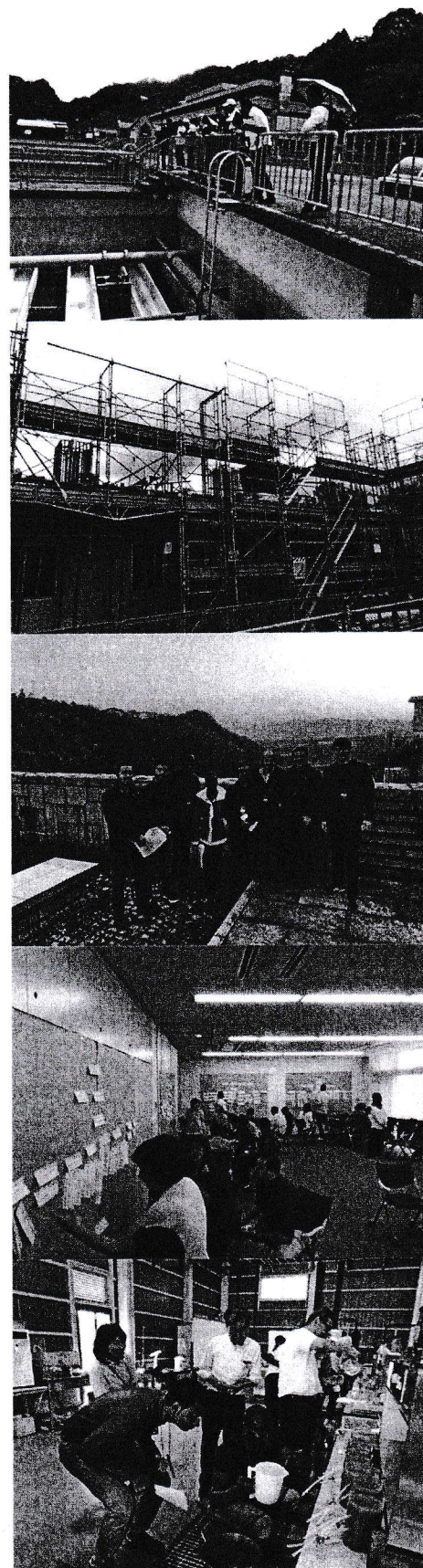


Outline

This program is designed for administrative officials responsible for water related disaster risk reduction, flood control, sediment control and river basin management.

Japan has many steepest rivers in the world, and lectures and exercises will be offered by the professionals in the said fields, such as the Ministry of Land, Infrastructure, Transport and Tourism of Japan.

Participants can enhance the abilities to formulate measures and measures to reduce the damage in their own countries by learning about Japan's long accumulated experiences in river planning and improvements.



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated that “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” We believe that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

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For What?

Background

Water related disasters have caused serious damage worldwide in recent years. Followed by rapid global warming, it is expected that climate change will further aggravate the impacts of those disasters, particularly in developing countries. There is a pressing need for those countries to enhance their knowledge and capacities for effective flood risk reduction in order to confront water related disasters and mitigate the damage.

Japan has long accumulated its know-how on flood control by structural measures in the experience. Japan's knowledge and approaches could be a help for developing countries.

Objectives

The program aims to strengthen participants' own capabilities to make/develop policies and implement measures to reduce water related disaster risk through learning policies and systems on flood control in Japan.

To Whom?

Job Areas and Organizations

This program is designed for central or local government organizations responsible for water related disaster risk reduction, flood control, sediment control, or watershed management.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

Targeted Countries

Bangladesh, Brazil, Fiji, Honduras, Pakistan, Samoa, Somalia, South Africa, Sri Lanka, Tunisia, Türkiye, Vietnam and Yemen

Participants who have successfully completed the program will be awarded a certificate by JICA.

When?

Face To Face in Japan



From May 14, 2025
to June 18, 2025

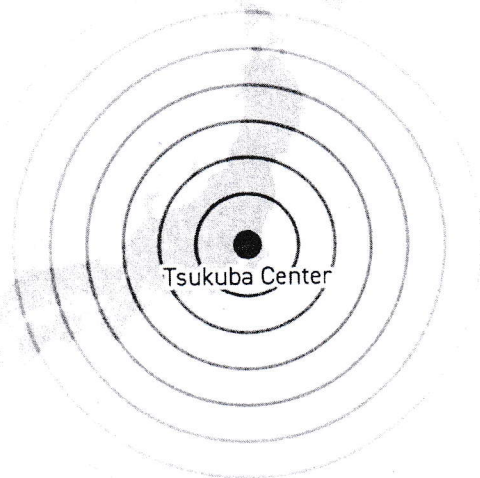


Where?

This course is carried out Face-to-Face (in Japan), organized by JICA Tsukuba Center.

JICA Tsukuba Center (JICA Tsukuba) is located in Tsukuba City, Ibaraki prefecture, known as the "science city". JICA Tsukuba focuses on Knowledge Co-Creation Programs in the field of Disaster Risk Reduction, Agriculture and so on. More than 600 participants from many developing countries stay in and around the Center every year to join the programs.

Welcome to JICA Tsukuba! Our smiles and hospitality are waiting for you.



How?

How to Learn

- Lectures
 - Observations
 - Discussions
 - Presentations
-

Language

English

Commitment to the SDGs

SUSTAINABLE
DEVELOPMENT
GOALS



Program Structure

Day 1

Program orientation / Course Orientation: to clarify issues and opportunities concerning water related disaster risk reduction in home country.

Day 2

Inception report presentation: to share flood control issues and policies, flood risk reduction projects currently being implemented in your country among participants and course leaders.

Day 3 - 7

Lectures on river planning management policy in Japan, river planning in Japan, impact on climate change on flood disasters, measures for sediment disaster prevention, technologies for dam construction and upgrading dams under operation, etc.

Day 8- 11

Observations (Site visits).

Day 12- 25

Lectures & observations.

Day 26

Action Plan Presentation /Evaluation Meeting and Closing Ceremony

Implementing Partner

TBD

JICA Officer (Headquarters)

Mr. KUBOYAMA Keita

No photo

Disaster Risk Reduction Team1, Disaster Risk Reduction Group,
Global Environment Department,
Japan International Cooperation Agency (JICA)

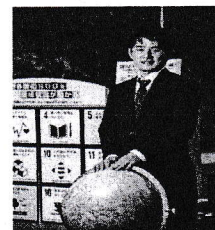
JICA Program Officer

Mr. YAMABE Tomohiro

TSUKUBA Center
Japan International Cooperation Agency (JICA)

His main responsibility includes:

- Supervisor of Climate Change Related JICA KCCP Programs
- Supervisor of Disaster Risk Reduction Related JICA KCCP Programs



Voice

Past Program Alumni Comments

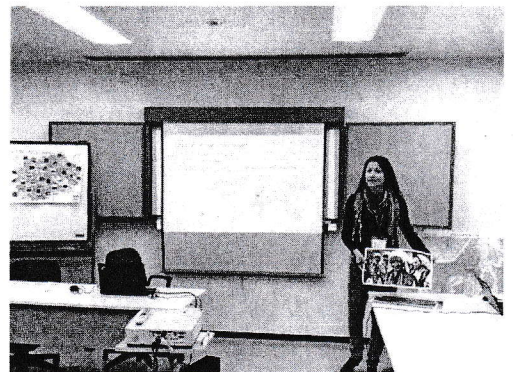
Ms. STAVREVSKA PANAJOTOVA Anela (2023)
REPUBLIC OF NORTH MACEDONIA

The course had a good balance of theory, practice, observations, lectures, and workshops. There was a varied learning environment in Tokyo, Nagoya, and Tsukuba.

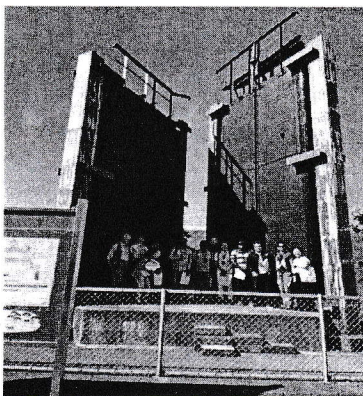
There were many opportunities to visit the sites, and I was able to share many experiences with participants from developing countries and with resource persons in JAPAN.

You can gain not only experience but also inspiration to find solutions to problems.

Please don't miss out on this once-in-a-lifetime experience.



• Group Photo of 2023



• Digest & Message from ex-participants in 2023 (You Tube link)

[Digest & Message of JICA Tsukuba KCCP "Water related Disaster Risk Reduction" in 2023 \(youtube.com\)](#)

Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) This project is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (4) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in 2. below.
- (5) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications

- 1) Current Duties: a member of central or local government organization in charge of water related disaster risk reduction, flood control, sediment control, or river basin management. The nominee should be in a mid-level to managerial position, and/or is expected to be in the near future, involved in the decision-making process of planning/development and implementation of policies in the relevant field.

- 2) Job Experience: has a working experience over five (5) years in the field of water related disaster risk reduction, flood control, sediment control or river basin management
- 3) Educational Background: be a university graduate or equivalent in the fields of river engineering and civil engineering.
- 4) Language Proficiency: proficient in spoken and written English which is equal to TOEFL CBT 213 or more. This program includes active participation in discussions and development of Action Plan, thus requires high competence of English ability both in conversation and composition. Attach an official certificate for English ability such as TOEFL and TOEIC to the application form if possible
- 5) To be proficient in Microsoft Word, Excel and Power Point
- 6) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Work: be able to work at least 2 years after the course to execute Action Plan.
- 2) Age: be between the ages of twenty-eight (28) and forty (40) years.
- 3) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

- (1) **Application Form**: The Application Form is available at the JICA overseas office (or the Embassy of Japan)
- (2) **Photocopy of Passport**: You should submit it with the application form if

you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date.

*It is recommended that your passport be valid for more than 6 months after the last day of the program.

- (3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).

(All required material must arrive at JICA Center in Japan by March 13, 2025)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results not later than April 14, 2025.

5. Additional Document(s) to Be Submitted by Accepted Candidates

Inception Report (presentation file) -- to be submitted by April 24, 2025

Accepted candidates are required to prepare an Inception Report (MS PPT) before the start of the program. The Inception Report should be sent to JICA by April 24, 2025, preferably by e-mail to tbicthp@jica.go.jp

Instructions how to make the PPT will be provided after "Notice of Acceptance".

If the file size exceeds 20MB, please change the file from PPT to PDF.

6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the program topics,
- (3) not to record or share the contents without permission.
- (4) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (5) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (6) not to bring or invite any family members (except for programs longer than one year),
- (7) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (8) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (9) not to engage in political activities, or any form of employment for profit,
- (10) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "3. Expenses", "Administrative Arrangements",
- (11) to return the total amount or a part of the expenditure for the KCCP

depending on the severity of such violation, should the participants violate the laws and ordinances,

- (12) not to drive a car or motorbike, regardless of an international driving license possessed,
- (13) to observe the rules and regulations at the place of the participants' accommodation, and
- (14) to refund allowances or other benefits paid by JICA in case of a change in schedule.



Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) Center: JICA Tsukuba Center (JICA TSUKUBA)
 - (2) Program Officer: Mr. YAMABE Tomohiro (tbictp@jica.go.jp)
-

2. Implementing Partner

- (1) Name: Ministry of Land, Infrastructure, Transport and Tourism (MLIT)
URL: <https://www.mlit.go.jp/en/>
- (2) Name: TBD

3. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept

4. Pre-departure Orientation

A pre-departure orientation will be held at respective country's JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html

5. Reference

PDF: KENSU-IN GUIDE BOOK

For more detailed terms and conditions

https://www.jica.go.jp/Resource/english/our_work/types_of_assistance/tech/acceptance/training/index.html

Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>

Website: JICA

English/French/Spanish/Russian

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

Website: Brochure for JICA Tsukuba Center

English

<https://www.jica.go.jp/tsukuba/english/office/others/brochure.html>

Video: Welcome to JICA Tsukuba

Introduction of JICA Tsukuba

<https://www.youtube.com/watch?v=hKM1iTV-9lg>

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.



Correspondence

For enquiries and further information, please contact the JICA office or Embassy of Japan.

Further, address correspondence to:

JICA Tsukuba Center (JICA Tsukuba)

Address: 3-6, Koyadai, Tsukuba City, Ibaraki Prefecture 305-0074, Japan

TEL: +81-29-838-1111 FAX: +81-29-838-1119

("81" is the country code for Japan, and "29" is the local area code)

Application Guideline for the JICA Knowledge Co-Creation Program

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Form1. Official Application Form	- To be filled by you and your supervisor* - To be signed by your supervisor - Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

*Supervisor: the head of the department/division of your organization

Please be advised:

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use "√" or "x" to mark the () options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

In submitting the Application Forms and attached documents, please make sure:

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

**CHECK LIST before submission:**

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

*Supervisor: the head of the department/division of your organization

Note for Applicants from Latin American and the Caribbean Countries:

- (1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

- (2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.

Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM

*To be signed by your supervisor (the head of the relevant department / division of your organization).

1. Course Title (as shown in the GI)

2. Course Number (the number as "xxxxxxxxJxxx" shown in the GI)

3. Course Duration

From to (DD/MM/YYYY)

4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Title / Position			Official Stamp
Department / Division			
Office Address and Contact Information			
Address:		Tel:	
		E-mail:	
		Fax:	

(If necessary) Confirmation by the organization in charge

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			Official Stamp
Title / Position			
Department / Division			



Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

***To be signed by your supervisor (the head of the relevant department / division of your organization).**

1. Reason for nominating the Applicant

Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

--

2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

--

By nominator (head of relevant department/division)

Date

Name and
Title/Position

Signature

Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

1. Course Title: (as shown in the GI)

2. Course Number: (the number as "xxxxxxxxJxxx" shown in the GI)

Attach here
your photo

(taken within
the last six months)

Size: 4.5x3.5cm

3. Personal Information on Applicant
1) Name of Applicant (as shown in the passport)

*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

Family Name /Surname

First Name

Middle Name

2) Nationality (as shown in the passport)				
3) Sex (for VISA application)	() Male		() Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No				

*Applicants from Latin American and the Caribbean Countries only.

**6) Contact Information**

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name:	
	Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

*Please fill it out from country code for telephone, mobile, and fax number.

7) Present Position

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	() National Government () Local Government () Public Enterprise () Private (profit) () NGO/Private (Non-profit) () University () Other : _____	
Number of employees		
Home Page Address		

【Questionnaire on Relationship with the Military】 (FOR ALL THE APPLICANTS)

Please mark Yes or No about your status.

(YES / NO) Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
(YES / NO) Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
(YES / NO) Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
(YES / NO) Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
(YES / NO) Personnel of civilian organizations which have divisions to conduct military-related activities

4. Experience and Eligibility

1) Career Background (After graduation and before taking the present position)

*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

Organization	City/ Country	Period		Position or Title and Department/Division	Brief Job Description
		From Month/Year	To Month/Year		

2) Academic Background (University, College or Higher Education)

Institution	City/ Country	Period		Degree	Major
		From Month/Year	To Month/Year		

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

*Only Applicants for KCCP (Group and Region Focused) are required to fill in this part.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)				
Listening	() Excellent	() Good	() Fair	() Poor
Speaking	() Excellent	() Good	() Fair	() Poor
Reading	() Excellent	() Good	() Fair	() Poor
Writing	() Excellent	() Good	() Fair	() Poor
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)				
2) Mother Tongue				



3) Other languages ()	() Excellent	() Good	() Fair	() Poor
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Excellent	Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

5. Background and Purpose of Application

- 1) **Current challenges in the organization in relation to the theme of the KCCP you are applying:**
Describe the issues that your organization/department intends to tackle by participating in this program.

--

- 2) **Main duties of Applicant:** Describe your main duties and responsibilities in relation to this program.

--

- 3) **Relevant Experience of Applicant:** Describe previous occupational experiences that is highly relevant in this program.

--

- 4) **Your individual Goal:** Elaborate on your plans to apply the lessons learned from this program to your organization.

--



- 5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

Date

Name and
Title/Position

Signature



CONFIDENTIAL

Application form for the JICA Knowledge Co-Creation Program

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

☐ No	☐ Yes: Name of illness (), Name of medicine ()
	<i>If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>

(b) Do you have any allergies with medicine, food, pollen, etc.?

(b) Do you have any allergies with medicine, food, pollen, etc.?	
☐ No	☐ Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.?
	()

(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

()

Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.

2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

[] No	[] Yes: Please specify ()
--------	--------------------------------

(b) Have you or/and your family members had tuberculosis?

[] No	[] Yes: Please specify ()
--------	--------------------------------

(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

[] No	[] Yes: Please specify ()
--------	--------------------------------

(d) Have you ever had any sleeping, eating or other disorders?

[] No	[] Yes:
	Please specify ()
	Name of medicine taken if any ()

3. Other Medical Issues/Conditions

If you have any medical issues/conditions that are not described above, please indicate below.

--

* Are you pregnant?

☐ No	☐ Yes: Weeks of pregnancy (weeks)
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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

I understand that this questionnaire will be checked by the people who are engaged in the program during my stay in Japan.

By Applicant

Date
Name and Title/Position
Signature

※ Please notify JICA staff upon any changes in your health condition after submission of the form.

Form5. TERMS AND CONDITIONS**1. General Rules**

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.

The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal

Information, and to otherwise properly manage such information.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.

If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.

(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.



JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
- I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
☐ Agree / ☐ Disagree
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date

Name and
Title/Position

Signature